

## **MENU CERTIFICATION PROCEDURES**

1. All providers are expected to adhere to *Minimum Menu Requirements* policy. Any variations from that policy must be approved in writing in advance by the AAA Senior Nutritionist.
2. Menus will be submitted to the AAA Senior Nutritionist either by email attachment or with a hard copy at least two weeks prior to use.
3. The AAA Senior Nutritionist will communicate questions and/or concerns regarding the menu to the provider dietitian either by mail or telephone. Together they will finalize monthly menu. The AAA Senior Nutritionist will note certification approval date on submitted menu.
4. The AAA Senior Nutritionist will approve menus within 7 working days of submission unless other arrangements have been made.
5. Provider will amend submitted menu to reflect menu changes. If menu has already gone to print, “as served” menu will reflect menu changes.
6. All clients will be notified in advance of menu entrée changes not reflected on distributed menu.